

1877

17
REGULATIONS
OF THE
CANADIAN INSTITUTE,

AS AMENDED AT THE
GENERAL MEETING, HELD APRIL 21ST, 1877.



INCORPORATED BY ROYAL CHARTER.

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REGISTRATION

CANADIAN INSTITUTE



REGULATIONS.

SECTION I. INCORPORATION.

The Canadian Institute is established under Royal Charter, granted November 4th, 1851.

SECTION II. OBJECT.

The object of the Institute is the promotion of Pure and Applied Science.

SECTION III. CONSTITUTION.

1. The Canadian Institute shall consist of three classes of members, viz., *ordinary* members, *life* members, and *honorary* members.
2. Ordinary members shall be persons whose pursuits or studies are connected with the Arts or Sciences, or who are desirous of forwarding the objects of the Institute.

3. Ordinary members may become life members by compounding their annual subscriptions by the payment of fifty dollars.

4. Honorary members shall be persons of high standing, who are eminent for their scientific attainments.

5. The number of honorary members shall be limited to twenty-five.

6. The Officers of the Institute shall consist of a President ; a First, Second, and Third Vice-President ; a Treasurer ; Corresponding and Recording Secretaries ; a Librarian ; a Curator ; and six members of Council,—all of whom shall be elected annually, and shall be re-eligible.

SECTION IV.

THE ELECTION OF MEMBERS.

1. All persons desirous of being admitted into the Institute as members must be proposed at least one week before their election, in accordance with a form to be obtained from the Secretary, which form must be subscribed by at least two members of the Institute.

2. Honorary members must be recommended by at least three members, who shall certify that the candidate is a person eminent for his attainments in science.

3. Every recommendation of a candidate, as an honorary member, must be delivered to the Secretary,

who shall submit the same to the Council for inquiry ; and when the recommendation of such candidate is approved by the Council, it shall be signed by the Chairman, and read at the first following ordinary meeting, previous to the ballot being taken.

4. All elections of members shall be by ballot, and the proportion of votes requisite for the election of any person shall be at least three-fourths of the ballot.

5. Whenever any person is elected a member, the Secretary shall immediately inform him of the same by letter ; and no person shall be considered a member of any class until he has signified his acquiescence in the election.

6. Every member is required to pay his first annual subscription within two months of the day of his election.

7. If any complaint is brought against a member, the charge shall be considered by the Council in the first instance, and an opportunity shall be given to the accused to clear himself. If the Council consider it desirable, they shall call a special general meeting, of which not less than a month's notice shall be given ; and in case two-thirds of the members present at that meeting are of opinion that such member should be expelled, the presiding officer at that meeting shall declare him to be expelled.

SECTION V.**THE ELECTION OF OFFICERS.**

1. The President, First, Second, and Third Vice-Presidents, Treasurer, two Secretaries, Curator, Librarian, and six other members of Council, shall be elected annually by ballot from amongst the members of the Institute, at the general meeting on the first Saturday in May ; and if that day fall upon a holiday, then upon the following Saturday.

2. Nominations for these offices must be made at the ordinary meeting immediately preceding the annual general meeting, and only those shall be eligible who have been so nominated.

3. Any member nominated to an office, and not elected thereto, shall be eligible as a member of the Council.

4. At the annual election the Chairman shall appoint two Scrutineers, who shall receive the votes of the members, count them, and report to the presiding officer, who shall declare the result to the members.

5. A separate ballot shall be taken for the President, for the Vice-Presidents, and for each of the other officers, except the Councillors ; and a ballot shall then be taken for the remaining six members of Council.

6. If in any case the votes are equal, the decision shall be by ballot.

7. The new Council shall enter upon their duties on the Saturday following their election.

8. Two Auditors shall be appointed at the ordinary meeting held on the third Saturday in March of each year ; one by the members, the other by the Chairman.

SECTION VI.

MEMBERS' SUBSCRIPTION.

1. The first annual subscription of each member shall be four dollars. The annual subscription of each member residing in or within ten miles of the city of Toronto, shall be four dollars ; and of each member residing elsewhere, three dollars. All subscriptions shall be due in advance on the 1st day of April ; and all new members, except those elected on and after the last ordinary meeting held in March, shall pay the subscription for the year in which they are elected.

2. Every member shall receive a copy of the authorized publications of the proceedings of the Institute ; and members elected before the last ordinary meeting held in March shall be entitled to the same from the commencement of the year in which they are elected.

3. Every member shall be considered as belonging to the Institute, and, as such, liable to the payment of his annual subscription, until he has either forfeited his claim or has signified to the Secretary, in writing, his desire to withdraw, when his name shall be erased from the list of members.

4. No member shall be entitled to any of the privileges of the Institute whose subscription shall be twelve months in arrear; and the name of any member whose annual subscriptions are two years in arrear may be erased from the list of members by the Council, and any member whose name is so erased shall cease to be a member of the Institute.

SECTION VII.

THE PRESIDENT AND VICE-PRESIDENTS.

It shall be the duty of the President to carry into effect the regulations of the Institute. He shall preside at all meetings of the Institute at which he is present, and shall regulate and keep order in the proceedings. In the absence of the President, it shall be the duty of the Vice-Presidents, according to their priority, to preside at the meeting and regulate the proceedings. But in the case of the absence of the President and Vice-Presidents, the members present may elect one of their number to take the chair at such meeting.

SECTION VIII.

THE COUNCIL.

1. The Council shall consist of the President, Vice-Presidents, the Secretaries, the Treasurer, the Curator, the Librarian, and six other members, who shall have

the direction and management of the affairs of the Institute.

2. The Council shall meet at least once a month during the session, or oftener if necessary, to conduct the business of the Institute.

3. Any two members of the Council may, by letter to the Secretary, require a special meeting to be called, and two days' notice of such meeting must be given to each member of the Council.

4. At any meeting of the Council, five members thereof shall constitute a quorum.

5. The Council shall have power to appoint Committees for special purposes, and such Committees shall report to the Council.

6. The Council shall present at the annual general meeting a report on the state of the Institute, in which shall be given an abstract of all the proceedings and of the receipts and expenditure during the year ending March 31st next before such meeting.

7. In the event of any office becoming vacant before the annual general meeting, by death or otherwise, the Council shall have power to fill the vacancy ; and in the event of any officer being unable to perform his duties, the Council shall have power to relieve him from the performance of such duties for the time being, and to appoint another member to act in his stead.

SECTION IX.**THE AUDITORS.**

The Auditors shall audit the accounts of the Institute for the year ending on March 31st next after their appointment, and they shall present their report to the Council at least one week before the annual general meeting.

SECTION X.**THE TREASURER.**

1. The Treasurer shall keep an account of all the moneys of the Institute, and of all dealings therewith.

2. All moneys received for or on account of the Institute shall be paid over to the Treasurer, who shall deposit the same in one of the chartered banks in the City of Toronto to the account and for the use of the Institute, unless otherwise ordered by the Council.

3. No moneys of the Institute shall be paid out except by order of the Council, and cheques shall be drawn in such manner as the Council shall from time to time direct.

SECTION XI.**THE SECRETARIES.**

1. The duty of the Recording Secretary shall be to take minutes of all the proceedings of the Institute and of the Council, and enter them in the proper books; to read at each meeting the minutes of the

preceding meeting with a view to their verification, and, subject to the direction of the Chairman, to bring before the meeting all business matters according to the order established by the By-law in that behalf.

2. The duty of the Corresponding Secretary shall be to conduct the correspondence of the Institute.

3. The duties of the Assistant Secretary shall be defined from time to time by the Council.

SECTION XII.

THE LIBRARIAN.

The Librarian shall have the care of all books, plans, drawings, and other documents, and shall have the general superintendence of the same, under the direction of the Council. He shall keep a list of all donations to the library in the order in which they are received, with the names of the donors.

SECTION XIII.

THE CURATOR.

The Curator shall have charge of the museum and of all models and specimens deposited therein, and shall have the general superintendence of the same, under the direction of the Council ; and he shall keep a list of all the contributions with the names of the contributors.

SECTION XIV.**THE ORDINARY MEETINGS.**

1. The ordinary meetings of the Institute shall be held on the first and third Saturday in each month from October to April inclusive ; and at such other times as the Council shall determine.
2. The chair may be taken when five members are present.
3. The meeting shall commence at eight o'clock in the evening, and shall be conducted in the manner prescribed by the By-law in that behalf.
4. Every member shall have the privilege of introducing two visitors, to be present at the public business of the Institute, by ticket of admission, on which the name and address of each visitor must be written.

SECTION XV.**SPECIAL GENERAL MEETINGS.**

1. The Council may at any time call a special general meeting of the Institute on six days' notice in writing thereof to city members, which notice may be given either personally or transmitted by post to the last-known address of the member.
2. It shall be the duty of the Council to call a special general meeting of the Institute at any time between October 1st and May 1st, on being required in writing by at least twelve members so to do.

SECTION XVI.

THE ANNUAL GENERAL MEETING.

The annual general meeting of the Institute shall be held on the first Saturday in May of each year, at eight o'clock in the evening, for the purposes of receiving and considering the report of the Council on the state of the Institute, and electing the officers and members of the Council for the ensuing year.

SECTION XVII.

BRANCH SOCIETIES.

Members of the Institute residing at a distance of at least ten miles from the City of Toronto shall have power to form themselves into Branch Societies for the purpose of holding meetings and discussing subjects proper to the object of the Institute ; and such Branch Societies shall be governed by such by-laws as the Council may from time to time enact for such purposes.

SECTION XVIII.

ALTERING THE REGULATIONS.

A motion to alter any by-law or regulation of the Institute may be made at the annual general meeting or a special general meeting called for the purpose, and not otherwise ; and notice of the proposed alteration shall have been given at two consecutive ordinary meetings prior thereto.

SECTION XIX.**THE PROPERTY OF THE INSTITUTE.**

1. The whole of the property and effects of the Institute, of what kind soever, shall be vested in the Council of the Institute, and subject to its control.

2. Every paper, map, plan, or drawing, which may be presented to the Institute, shall be considered the property thereof, unless there shall have been some previous arrangement to the contrary ; and the Council may publish the same in connection with their transactions or, with the consent of the author, in any other form. No communication made to the Institute shall be published by any other person but the author, without the previous consent of the Council.

3. Every paper presented to the Institute for publication shall be referred to an Editing Committee appointed by the Council. Notices or abstracts of all papers not published in full shall be prepared by the Secretary and inserted in the Transactions.

4. No papers, plans, maps, or other property belonging to the Institute, shall be taken out of the rooms thereof, without the consent of the Council ; but every member shall have a right to inspect the same at such hours as the Council may appoint.

SECTION XX.**DONATIONS AND BEQUESTS.**

1. The names of all persons who shall contribute to the library, the museum, or the general fund of the

Institute, shall be read at the annual general meeting, and such persons shall be recorded as benefactors in the published Transactions of the Institute.

2. Every person desirous of bequeathing to the Institute any manuscripts, books, maps, plans, drawings, instruments, geological, botanical, or other specimens, natural curiosities, works of art or manufacture, or personal property, is requested to make use of the following form in his will, viz. :—

“I give and bequeath to the CANADIAN INSTITUTE, incorporated by Royal Charter, November 4th, 1851 [*here enumerate and particularize the effects or property intended to be bequeathed*], and I hereby declare that the receipt of the Treasurer of the said Institute for the time being shall be an effectual discharge to my executors for the said legacy.”

BY-LAW.

At the ordinary meetings of the Institute, the following order of business shall be observed as closely as circumstances will admit :—

1. The minutes of the previous meeting shall be read and confirmed, and signed by the Chairman ; and no entry shall be considered valid until this is done.
2. Nomination of candidates for admission.
3. Business arising out of the minutes.
4. Communications received since the last meeting.
5. Donations received.
6. Communications from the Council.
7. Election of candidates. A ballot shall be taken for the entire body of candidates proposed for admission ; if one-fourth or more black balls appear, the ballot shall be taken for each individually ; and any candidate shall be rejected against whom appear a number of black balls equal to one-fourth of the number of members voting.
8. The reading of papers.

